

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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TO: LIHEAP Service Providers

Enclosed are your 2007 LIHEAP Start-up materials, which will assist you with the implementation and administration of your 2007 Low-Income Home Energy Assistance Program (LIHEAP) Contract. No changes were made to the 2006 Intake Forms; therefore, agencies can continue to use this form during the 2007 PY. This package contains the following items:

- 2007 LIHEAP Eligibility and Verification Guide
- 2007 HEAP Fact Sheets
- 2007 Income Fact Sheets
- 2007 Payment Table
- 2007 Documentation Calendar
- 2007 HEAP/FT Payment Schedule
- 2007 Energy Intake Form, CSD 43 (On CD)

To help alleviate confusion and simplify the administration of non-consideration services for the 2006 and 2007 program years, the income guidelines and benefit levels for the PY 2006 will be updated to match the guidelines and benefit levels for PY 2007. The last pay run for PY 2006 benefit levels is scheduled for Wednesday, January 3, 2007. Therefore, the last day to key PY 2006 applications that are to receive the 2006 benefit levels is close of business January 2, 2007. The payment table included in this package reflects the 2007 benefit levels which will be programmed within CLASS, for both the PY 2006 and PY 2007. On Tuesday, January 9, 2007, the updates to CLASS will be complete and available to accept the input of 2006 and 2007 LIHEAP client records.

Electronic versions of the Energy Intake forms on CD are included in this package. They are also available on CSD's website.

Should you have any questions or need additional clarification regarding the information contained in the Start-up materials, please do not hesitate to contact your assigned CLASS Help Desk Representative or Dianna Molina, Program Analyst, at (916) 341-4320.

Sincerely,

SUKIE GODINEZ
Manager Special Programs

Enclosure